



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 15<sup>TH</sup> REGIMENTAL SIGNAL BRIGADE**  
**FORT GORDON GEORGIA 30905-5000**

ATZH-TB

10 July 2010

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Letter #3: Prevention of Sexual Harassment (POSH)**

**1. REFERENCES:**

- a. AR 600-20, Army Command Policy
- b. TRADOC Regulation, DA PAM 350-20, (Training) Unit Equal Opportunity Training Guide
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints

2. The purpose of the memorandum is to establish a policy for preventing sexual harassment within the 15<sup>th</sup> Regimental Signal Brigade.

3. All assigned military and civilian personnel have the responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct to ensure the proper performance of our mission. Any member of this Brigade who engages in any form of sexual harassment violates, undermines, and interferes with the overall effectiveness of our mission.

4. The Army defines sexual harassment:

a. As a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

(1) Submission to or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career or

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person or

(3) Such conduct interferes with an individual's performance or creates an intimidating hostile or offensive environment.

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b. Any Soldier or civilian employee:

(1) In a supervisory or command position that uses or condones implicit or explicit sexual behavior to control, influence, or affects the career, pay, or job of another Soldier or civilian employee is engaging in sexual harassment.

(2) Who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

5. Prevention of Sexual Harassment is the responsibility of every member of this Brigade. We must ensure that instances of sexual harassment are reported and dealt with swiftly and fairly. Leaders must make every effort to promote a climate of dignity and respect. Allegations of unacceptable behavior will be appropriately and immediately handled at appropriate levels.

6. There are many ways to report sexual harassment or misconduct. (Enclosure 1) The Equal Opportunity (EO) Poster, dated 18 July 2010, will be posted on all official bulletin boards. It identifies the ways to report acts of discrimination and explains the EO and Sexual Harassment Complaint Procedures. The chain of command is the best avenue for addressing these matters. As an alternative method, military personnel or family members may also file complaints with the Equal Opportunity Office, in building 25706, office number 791-6517, or with the Inspector General (IG), in building 32503, office number 791-4565. Complaints by civilian personnel alleging sexual harassment or other types of discriminations should be handled through the Equal Employment Opportunity (EEO) Office, number 791-4551, in room 210 of Darling Hall in accordance with the procedures contained in AR 690-600, "Equal Employment Opportunity Discrimination Complaints," or as described in DoD and Department of the Army policy implementing 10 U.S.S. Code 1561, or as provided for in any applicable collective bargaining agreement.

7. All personnel and family members are protected from reprisal or retaliation for filing complaints. No Soldier or employee may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable personnel action, in reprisal against any person for filing a complaint.

8. I consider any confirmed incident of sexual harassment to be a very serious offense. All personnel are expected to comply with this policy. Violation of this policy memorandum by any 15<sup>th</sup> Regimental Signal Brigade Soldier provides a basis for disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.

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9. Point of contact for this memorandum is SFC Brady, Mwandishia at 791-6517.

  
JOSEPH K. LAYTON  
COL, SC  
Commanding

DISTRIBUTION:

CDR, 551<sup>st</sup> Signal BN

CDR, 447<sup>th</sup> Signal BN

CDR, 369<sup>th</sup> Signal BN

CDR, 73<sup>rd</sup> Ordnance BN

S1

S2

S3

S4

Chaplain

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**AVENUES FOR REPORTING  
SEXUAL HARASSMENT/MISCONDUCT COMPLIANTS**

- Brigade EOA/Brigade/Company EOL's
- Chain of Command
- Inspector General's Office
- Chaplin's Office
- Staff Judge Advocate
- Fort Gordon "Hotline" 791-3600
- Equal Opportunity Office (Military) or Employment Opportunity Office (Civilian)
- Medical Community----- Social Work Service----- Counselors (Army Community Services)-  
Family Practitioner
- Directorate of Public Safety (Military Police)
- Criminal Investigation Division